

12-11-2013

Meeting Minutes

WKU Council on Academic Deans

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**Council of Academic Deans
Minutes
Wednesday, December 11, 2013
11:30 a.m. – 2:00 p.m.**

Members Present: David Lee, Cheryl Stevens, John Bonaguro, Connie Foster, Sam Evans, Richard Miller, Gordon Emslie, Dennis George, and Craig Cobane

Guests Present: Beth Laves, Sylvia Gaiko, Michelle Trawick represented Jeff Katz, Jessica Gilland represented Ladonna Hunton, Mike Dale, Doug McElroy, Tuesdi Helbig, Brian Meredith, Sharon Hunter, Dale Brown, and Teresa Jackson.

Admissions Staff Present: Ryan Fox, LaBrisha McKinney, Cameron Carr-Calvert, John-Mark Francis, Audrey Fowler, Hao Yuan, Laura Heidel, Travis Hardin, Christian Montgomery, Andrew Gott, Allie Kerns, Greg Purpus, Geneva Taylor, Jennifer Irrizary, Robert Robertson, Shannon Bridges, Shawna Blagojevic, Marvin Daniel, Angela Byrd, Franklin Wiggins, Retha Sprinks, Rachel Bratcher, Holly Johnson and Debbie Robertson.

I. Meeting with Admissions Staff

Sharon Hunter shared new marketing initiatives in the Office of Admissions and discussed a new software package (Customer Relation Management – CRM). She asked the deans to share what is going on in colleges in order to enhance recruitment efforts. She also asked the deans to let them know what Admissions can do for them. There was discussion regarding what to send students when they are admitted and having specific individuals contact the student as soon as he/she has been admitted.

Dr. Emslie discussed creating a list of majors to go with specific jobs upon graduation. He asked Dr. Michelle Trawick to forward the list that has already been created for the Gordon Ford College to Mr. Dale Brown.

Dr. Emslie asked those listed below to create a template letter to send prospective students:

- Dr. David Lee – Letter from the dean
- Dr. Cheryl Stevens – Letter from the department head
- Dr. John Bonaguro – Letter from a faculty member
- Dr. Michelle Trawick – Letter from a student/ambassador

Dr. Emslie indicated CAD will meet again with Admissions staff during spring.

II. Approval of November 13, 2013 Minutes

The minutes were approved with one change.

III. Information Items:

A. Quarterly I-9 Non-Compliance Report

Dr. Emslie briefly discussed issues raised by the I-9 non-compliance report and indicated we must have both parts of the I-9 form completed before an employee starts work. He urged the deans to pass this on to departments.

B. Draft Emergency Procedures for Faculty

Dr. Emslie discussed the Emergency Guide for Faculty and Other Instructional Personnel. This document will be placed in each classroom. Following discussion, deans agreed the document itself and the font needs to be larger. They also agreed each guide needs to be building specific.

C. Other

Dr. Emslie asked the deans to each send him a memorandum when all faculty evaluations (including part-time faculty) in the college have been completed. This will be used in the SACSCOC Compliance Report.

IV. Discussion Items:

A. Agenda items for the Deans, Directors, and Department Heads' Workday – January 9, 2014

Dr. Emslie asked the deans to let him know if they have additional agenda items to discuss during the workday scheduled for January 9th, 2014. Topics already on the agenda include SACS, a QEP Update, and State DL Authorizations.

B. Full-Time Staff Teaching Assignments – Policy 1.5170

Dr. Miller discussed the most recent changes made to the draft policy. Dr. Evans made a motion, seconded by Dr. George to approve the policy to forward to the University Senate. Dean Foster moved a minor editorial correction to the document. The deans voted in favor of moving the amended document forward to the University Senate.

C. Instructor Ranks and Promotion

Dr. Emslie discussed revisions to the proposed policy on Instructor Ranks and Promotion and indicated 30 to 40 instructors would be eligible for promotion to Instructor II with a salary increase when this is approved. Dr. Emslie will forward changes to the Faculty Handbook Committee.

There was discussion regarding those with “in residence” in their titles being designated as instructors for Faculty Handbook purposes. Dr. Emslie asked Drs. Cobane and Trawick to draft a document specifying criteria for each in-residence appointment, to be used in college/department T & P documents.

D. Lecturer Ranks

There was discussion regarding the proposed revisions to the policy on the Lecturer Rank. The deans agreed that Lecturer renewal appointments will be recommended by the department head with the final decision to be made by the dean. Dr. Emslie will make the suggested changes and forward the document to the Faculty Handbook Committee.

Following discussion, the deans agreed that a letter from an appropriate university official (e.g., Registrar) would be sufficient evidence of degree completion, pending the submission of an official transcript. Cases in which an official transcript is not subsequently received can be dealt with in the continuance process.

E. Disciplinary Action – Policy 4.8500

The deans agreed to share with policy with department heads for discussion at a future meeting of the Council of Academic Deans.

F. Student-Related Field Trips – Policy 1.4180
-Assumption of Risk Consent Form
-Revisions to Policy

There was discussion regarding when a student signs the Assumption of Risk Consent Form. It was determined that the student should complete the form at the beginning of the class if the form has not been completed in the past. There was discussion regarding creating a repository for these forms. Dr. Emslie will make the revisions and forward the policy to the University Senate.

Respectfully submitted,

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date